



*District of Columbia Court of Appeals*  
*Committee on Admissions*  
*430 E Street NW, Room 123*  
*Washington, DC 20001*  
*(202) 879-2710*

**INSTRUCTIONS FOR COMPLETING AN APPLICATION FOR A LICENSE  
TO PRACTICE AS A SPECIAL LEGAL CONSULTANT  
UNDER RULE 46 (c) (4) OF THE RULES OF  
THE DISTRICT OF COLUMBIA COURT OF APPEALS**

Read the entire application packet before making any entries. Eligibility for a license to practice as a special legal consultant will be determined on the basis of the information contained in your application. The fees are non-refundable. In completing your application, care and attention to these instructions may forego the possibilities of your application being returned for correction. An application -- corrected and resubmitted -- is deemed filed as of the date it is accepted for processing by the Director of the Committee on Admissions; an incomplete, deficient application will not be accepted at any time. Processing time may take approximately six to eight months.

Should an applicant be unable to comply with the provisions of D.C. App. Rule 46 (c) (4)'s subparagraph (B) (1) (c), before an application may be filed with the Committee on Admissions, the applicant must first petition the Court of Appeals for whatever relief may be appropriate under the circumstances.

**ALL APPLICANTS** are required to provide the following items. Use one STAPLE or a heavy BINDER CLIP to keep together all application papers and the fees.

1. **FORMAL APPLICATION PAGE** (a single sheet reflecting the rule provision by which an applicant may be licensed as a special legal consultant). Sign and date the page in the spaces provided and have it notarized. The date which appears on the Formal Application Page, the date reflected on the attestation page of the questionnaire portion of the application, and the date of notarization on the attestation page and on the Authorization and Release forms must be the same and must be within ten days of the date on which your application is received and accepted for processing by the Director of Admissions.
2. **FEES** -- The fees (in U.S. dollars) **must be in the form of cashier's check, certified check, or money order.** The application fee is \$450 payable to "Clerk, D.C. Court of Appeals." The character investigation fee, which is payable to "National Conference of Bar Examiners", is \$600. (See "Request for Preparation of a Character Report" form that appears with the online application.) **DO NOT submit money orders or bank checks that have expiration dates less than one (1) year.**
3. **CERTIFICATE OF AUTHORITY or GOOD STANDING** -- All applicants must submit current original certificate under seal from the authority in the foreign country having final jurisdiction over professional discipline, certifying the date of admission and the applicant's good standing as an attorney or counselor of law (or equivalent), together with a duly authenticated English translation if it is not in English. Include a certificate for each jurisdiction and court listed in Question 6 on page 4 of the application. A certificate is considered current if it has been issued within 60 days of the date on which your application is accepted for processing.
4. **SUMMARY OF LAWS AND CUSTOMS** -- Provide a summary of the laws and customs of the foreign country relating to the opportunity afforded to members of the Bar of this court to establish offices for the giving of legal advice to clients in such foreign country. Include a summary for each foreign country listed in Question 6.

5. **APPLICATION (QUESTIONNAIRE)** -- The application must, pursuant to court rule, be typewritten. Where a YES or NO answer is required, you may check by hand in ink the appropriate box. Answer all the questions to the best of your ability and comply with the instructions contained in the application. If not applicable, indicate N/A.
- QUESTION 7 -- Employment/non-employment. Account for the entire time period (no gaps) since age 21.
  - QUESTIONS 21 and 22 -- Include, either as an adult or a juvenile, any violation of any law.
  - QUESTIONS 23 and 24 -- If you answered "Yes" to either of these questions, you must submit along with your application a current (dated within the past 60 days) credit report from one of the three major credit reporting agencies.
  - Blank Forms -- Complete a form only after you have answered the question which relates to that form. You may have to make copies of some forms, particularly Form 6/Debts: Defaults; Past Due; Revocations. Accordingly, do not mark on a form until you have made the requisite number of copies. Non-applicable forms may be discarded.

6. **ATTESTATION PAGE & AUTHORIZATION AND RELEASE FORMS:** Sign where indicated and have all forms **NOTARIZED with a current date** within five (5) days of the date on which you submit or resubmit the application. You must submit 3 original and notarized Authorization and Release Forms.

7. **AUTHORIZATION AND RELEASE FORMS** -- Three originals of the properly executed (signed and notarized) Authorization and Release forms must accompany your application. The date/notarization which appears on the attestation page, on the Formal Application page, and the Authorization and Release forms must be the same and must be within ten days of the date on which your application is received and accepted for processing by the Director of Admissions.

Before tendering your application for filing with the Director of Admissions, please review your responses to insure that you have answered all questions and have included the required documentation. After the application has been filed, it is your obligation to inform the Committee by letter of any changes in address, employment, circumstances, etc. The application should be mailed or delivered to:

Office Hours: 9 a.m. to 4 p.m.  
Telephone: (202) 879-2710  
E-mail: [coa@dcappeals.gov](mailto:coa@dcappeals.gov)  
Website: [www.dccourts.gov](http://www.dccourts.gov)

D.C. Court of Appeals  
Committee on Admissions  
430 E Street NW, Room 123  
Washington, DC 20001

Initial receipt of an application will not be acknowledged. The application may be delivered or sent to the Committee on Admissions via postal service or any other carrier. You may enclose a self-addressed, postage-paid postcard which will be returned to you or you may bring an extra copy of the entire application to be date-stamped as "Received". After your application has been filed and accepted for processing, you will receive a letter of acknowledgment from the Director of Admissions.

**If your application is hand-delivered, and you need immediate proof of filing, you MUST also bring a photocopy of the entire completed application (not just the first page) to be date-**

No applicant shall be certified for a license as a special legal consultant by the members of the Committee on Admissions until the applicant demonstrates the good moral character and general fitness requisite for a member of the Bar of this court. After the Committee completes that character and fitness investigation, you will receive a letter of certification from the Director of Admissions or you may receive a letter requesting additional information. Pursuant to court rule, you will have 90 days from the date of certification within which to appear to be administered the oath.

FORMAL APPLICATION of \_\_\_\_\_

for a license to practice as a Special Legal Consultant  
in the District of Columbia.

The undersigned hereby makes application pursuant to D.C. App. Rule 46 (c) (4) and  
certifies that the applicant:

Has been admitted to practice (or has obtained the equivalent of admission)  
in a foreign country, and is in good standing as an attorney or counselor of law  
(or equivalent) in that country;

Possesses the good moral character and general fitness requisite for a  
member of the bar of this court;

Intends to practice as a Special Legal Consultant in the District of  
Columbia and to maintain an office for such practice in the District of Columbia;  
and

Is at least twenty-six years of age.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

Subscribed and sworn to before this

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_

Notary's seal or stamp must be affixed hereto.

## **DISTRICT OF COLUMBIA COURT OF APPEALS**

### **Rule 46. Admission to the Bar.**

#### **(c) Admission Without Examination of Members of the Bar of Other Jurisdictions.**

##### **(4) Special Legal Consultants.**

**(A) Licensing Requirements.** In its discretion, the court may license to practice as a Special Legal Consultant, without examination, an applicant who:

(1) Has been admitted to practice (or has obtained the equivalent of admission) in a foreign country, and is in good standing as an attorney or counselor at law (or the equivalent of either) in that country;

(2) Possesses the good moral character and general fitness requisite for a member of the Bar of this court;

(3) Intends to practice as a Special Legal Consultant in the District of Columbia and to maintain an office for such practice in the District of Columbia which, if the applicant is a teacher of law at a law school approved by the American Bar Association, may be the office of the teacher at the law school; and

(4) Is at least twenty-six years of age.

##### **(B) Filings Required.**

(1) An applicant for a license to practice as a Special Legal Consultant shall file with the Committee:

(a) a typewritten application in the form prescribed by the Committee addressed to the court in executive session, which without further order of the court shall be referred to the Committee;

(b) a certified check, cashier's check, or money order in the amount of \$450.00 made payable to the Clerk, D.C. Court of Appeals;

(c) a certificate from the authority in the foreign country having final jurisdiction over professional discipline, certifying to the applicant's admission to practice (or the equivalent of such admission) and the date thereof and to the applicant's good standing as attorney or counselor at law (or the equivalent of either), together with a duly authenticated English translation of such certificate if it is not in English;

(d) a summary of the law and customs of the foreign country that relate to the opportunity afforded to members of the Bar of this court to establish offices for the giving of legal advice to clients in such foreign country.

(2) Upon a showing that strict compliance with the provisions of subparagraph (B)(1)(c) of this paragraph (4) is impossible or very difficult for reasons beyond the control of the applicant, or upon a showing of exceptional professional qualifications to practice as a Special Legal Consultant, the court may, in its discretion, waive or vary the application of such provisions and permit the applicant to make such other showing as may be satisfactory to the court.

(3) The Committee may investigate the qualifications, moral character, and general fitness of any applicant for a license to practice as a Special Legal Consultant and may in any case require the applicant to submit any additional proof or information as the Committee may deem appropriate. The Committee may also require the applicant to submit a report from the National Conference of Bar Examiners, and to pay the prescribed fee therefor, with respect to the applicant's character and fitness.

**(C) Opportunity to Establish Law Office in Applicant's Country of Admission.** In considering whether to license an applicant to practice as a Special Legal Consultant, the court may in its discretion take into account whether a member of the Bar of this court would have a reasonable and practical opportunity to establish an office for the giving of legal advice to clients in the applicant's country of admission (as referred to in subparagraph (A)(1) of this paragraph (4)). Any member of the Bar who is seeking or has sought to establish an office in that country may

request the Court to consider the matter, or the Court may do so sua sponte.

**(D) Scope of Practice.** A person licensed to practice as a Special Legal Consultant may render legal services in the District of Columbia, notwithstanding the prohibitions of Rule 49 (b), subject, however, to the limitations that any person so licensed shall not:

(1) appear for a person other than himself or herself as attorney in any court, before any magistrate or other judicial officer, or before any administrative agency, in the District of Columbia (other than upon admission pro hac vice in accordance with Rule 49 (b) or any applicable agency rule) or prepare pleadings or any other papers or issue subpoenas in an action or proceeding brought in any such court or agency or before any such judicial officer;

(2) prepare any deed, mortgage, assignment, discharge, lease, or any other instrument affecting title to real estate located in the United States;

(3) prepare:

(a) any will or trust instrument effecting the disposition on death of any property located in the United States and owned, in whole or in part, by a resident thereof, or

(b) any instrument relating to the administration of a decedent's estate in the United States;

(4) prepare any instrument in respect of the marital relations, rights, or duties of a resident of the United States or the custody or care of one or more children of any such resident;

(5) render professional legal advice on or under the law of the District of Columbia or of the United States or of any state, territory, or possession thereof (whether rendered incident to the preparation of legal instruments or otherwise) except on the basis of advice from a person acting as counsel to such Special Legal Consultant (and not in his or her official capacity as a public employee) duly qualified and entitled (other than by virtue of having been licensed as a Special Legal Consultant under this paragraph (4)) to render professional legal advice in the District of Columbia on such law who has been consulted in the particular matter at hand and has been identified to the client by name;

(6) in any way hold himself or herself out as a member of the Bar of this court; or

(7) use any title other than one or more of the following, in each case only in conjunction with the name of the person's country of admission:

(a) "Special Legal Consultant";

(b) such Special Legal Consultant's authorized title in foreign country of his or her admission to practice;

(c) the name of such Special Legal Consultant's firm in that country.

**(E) Disciplinary Provisions.**

(1) Every person licensed to practice as a Special Legal Consultant under this paragraph (4):

(a) shall be subject to the Code of Professional Responsibility of the American Bar Association, as amended by the court, to the extent applicable to the legal services authorized under this paragraph (4), and shall be subject to censure, suspension, or revocation of his or her license to practice as a Special Legal Consultant by the court; and

(b) shall execute and file with the Clerk, in such form and manner as the court may prescribe:

(i) a written commitment to observe the Code of Professional Responsibility as referred to in subparagraph (E)(1)(a) of this paragraph (4);

(ii) an undertaking or appropriate evidence of professional liability insurance, in such amount as the court may prescribe, to assure the Special Legal Consultant's proper professional conduct and responsibility;

(iii) a duly acknowledged instrument in writing setting forth the Special Legal Consultant's address in the District of Columbia and designating the Clerk of the court as his or her agent upon whom process may be served, with like effect as if served personally upon the Special Legal Consultant, in any action or proceeding thereafter brought against the Special Legal Consultant and arising out of or based upon any legal services rendered or offered to be rendered by the Special Legal Consultant within or to residents of the District of Columbia, whenever after due diligence service cannot be made upon the Special Legal Consultant at such address or at such new address in the District of Columbia as he or she shall have filed in the office of the Clerk by means of a duly acknowledged supplemental instrument in writing; and

(iv) a written commitment to notify the Clerk of the Special Legal Consultant's resignation from practice in the foreign country of his or her admission or of any censure in respect of such admission, or of any suspension or revocation of his or her right to practice in such country.

(2) Service of process on the Clerk pursuant to the designation filed as aforesaid shall be made by personally delivering to and leaving with the Clerk, or with a deputy or assistant authorized by the Clerk to receive service, at the Clerk's office, duplicate copies of such process together with a fee of \$10.00. Service of process shall be complete when the Clerk has been so served. The Clerk shall promptly send one of the copies to the Special Legal Consultant to whom the process is directed, by certified mail, return receipt requested, addressed to the Special Legal Consultant at the address given to the court by the Special Legal Consultant as aforesaid.

(3) In imposing any sanction authorized by subparagraph (E)(1)(a), the court may act sua sponte, on recommendation of the Board on Professional Responsibility, or on complaint of any person. To the extent feasible, the court shall proceed in a manner consistent with its Rules Governing the Bar of the District of Columbia.

**(F) Affiliation With the District of Columbia Bar.**

(1) A Special Legal Consultant licensed under this paragraph (4) shall not be a member of the District of Columbia Bar, provided, however, that a Special Legal Consultant shall be considered an affiliate of the Bar subject to the same conditions and requirements as are applicable to an active or inactive member of the Bar under the court's Rules Governing the Bar of the District of Columbia, insofar as such conditions and requirements may be consistent with the provisions of this paragraph (4).

(2) A Special Legal Consultant licensed under this paragraph (4) shall, upon being so licensed, take the following oath before this court, unless granted permission to take the oath in absentia:

"I, \_\_\_\_\_, do solemnly swear (or affirm) that as a Special Legal Consultant with respect to the laws of \_\_\_\_\_, licensed by this court, I will demean myself uprightly and according to law."